



VENDOR APPLICATION

SUBMIT TO:
 MERCER COUNTY COMMUNITY COLLEGE
 PURCHASING DEPARTMENT
 PO BOX 17202 TRENTON, NJ 08690
purchasing@mccc.edu
 FAX: 609-570-3822

For New Vendors: Purchase Orders or Contracts will not be issued without a W-9. In addition, if spending exceeds \$5,100, a NJBRC is required to be submitted with application.

Please check if attached: **W-9** ___ **BRC** ___

1. Please check where applicable	<input type="checkbox"/>	New Application	<input type="checkbox"/>	Name Change	<input type="checkbox"/>	Address Change	<input type="checkbox"/>	Other <i>specify</i>
2. Taxpayer Identification Number <i>as used on IRS tax return</i>				Fed ID # (EIN/FIN)				
				Social Security #				

3. Business Name

BUSINESS NAME _____ TRADING AS NAME _____

<p>4. Purchase Order Business Name & Mailing Address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Phone # _____</p> <p>PO Fax # _____</p> <p>Website _____</p>	<p>5. Remit to Name and Address (if different from Item 1)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Phone # _____</p> <p>Fax # _____</p>
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6. Non Profit: ___ **Yes** ___ **No** *All 501 (3)(c) Organizations must submit a copy of their IRS letter* ___ check if attached

7. Type of Business Enterprise *(New Jersey Certificate must be submitted)* ___ check if attached

<input type="checkbox"/>	Minority Business Enterprise (MBE)	<input type="checkbox"/>	Minority Women Business Enterprise (MWBE)
<input type="checkbox"/>	Small Minority Business Enterprise (SMBE)	<input type="checkbox"/>	Small Minority Woman Business Enterprise (SMWBE)
<input type="checkbox"/>	Small Business Enterprise (SBE)	<input type="checkbox"/>	Small Woman Business Enterprise (SWBE)
<input type="checkbox"/>	Non- Small, Minority, and/or Woman Business Enterprise	<input type="checkbox"/>	Woman Business Enterprise (WBE)

8. Vendor Contacts:

NAME	TITLE	E-MAIL	PHONE #

9. List the principal type of service, product or other that is provided

10. Name of person completing form:

Print Name:

Sign:

Date :

11. Department Doing Business With @ MCCC

12. Name of Contact @ MCCC